Student Employment Management System (SEMS)
Scheduling User Guide - Employees

(Last Revision: 9/25/19)

Overview:

SEMS Scheduling is a powerful tool for student employees. It allows employees to conveniently view their shifts, and gives them the flexibility to modify their schedules.

Key Terms:

- Workgroup: tool to group student employees by job within SEMS

- Job: An employment role within SEMS associated with a specific position

- Position: Official SAP position title an employee holds

- No Approval Required Shift Type: shift type that requires **no** manager actions for students to claim bid shifts or claim sub-requests

- Manager Approval Shift Type: shift type that **does** require manager actions when students claim bid shifts or sub-requests.

- Bid Shift: open, claimable shift created by a manager; available to all student employees or a specified set

- Sub-Request: claimable shift created by a student employee when they request a substitute for an assigned shift

- Employee Whitelist: list of employees that are eligible to claim a specific bid shift; the whitelist can be defined by either a set of student names or by position.

- Event: includes shifts, classes, and exams; all of which are notable when building schedules and assigning shifts.

Getting Started:

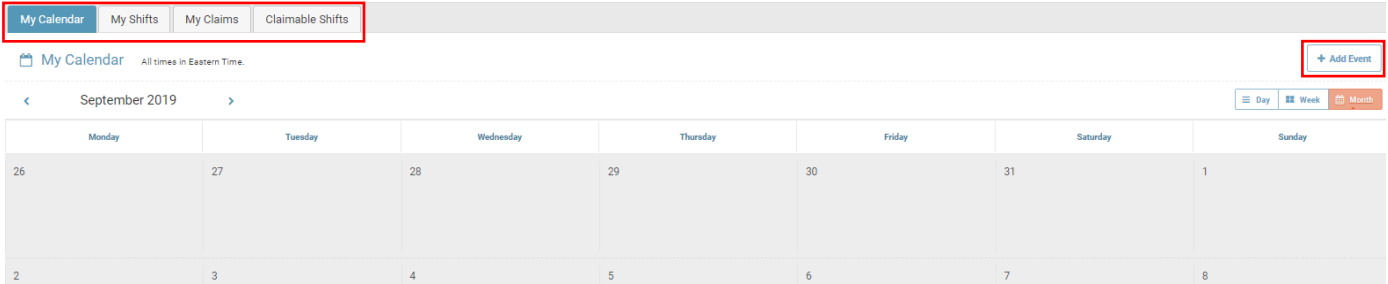| Sign in using your Purdue Career Account: https://www.purdue.edu/studentemployment/Account/Login	ⓘ Note: Chrome or Firefox are preferred browsers. Internet Explorer may not be compatible
Non-Purdue students also have to sign in with their assigned Purdue Career Account	

Managing Schedules

Overview:

- From the SEMS [HOME ▾] in the top right corner of the page, select the "Scheduling" tab

| My Calendar | My Shifts | My Claims | Claimable Shifts |

📅 My Calendar   All times in Eastern Time.   + Add Event

‹   September 2019   ›   ☰ Day ☷ Week 📅 Month

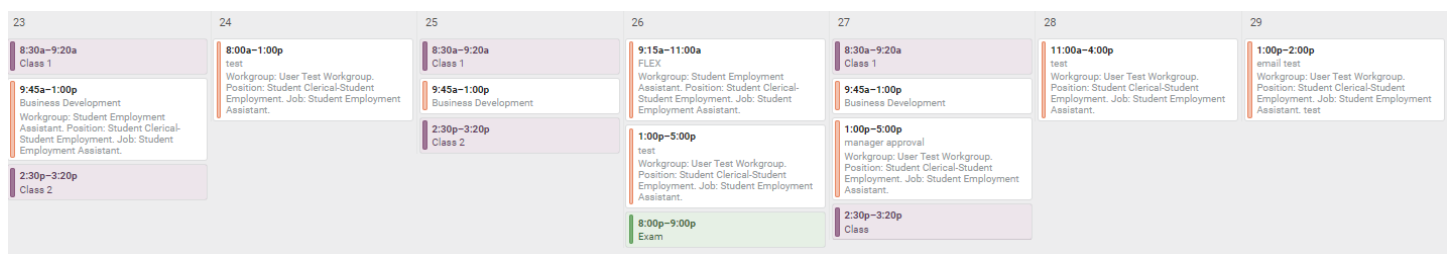| Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Highlighted above are the function tabs within scheduling that will be covered in this user guide

My Calendar:

- Gives the employee a quick overview of their assigned shifts and other events (class/exam)
- Events can be toggled between Class event types and Shift event types

Toggle Events :   ◐ Class   ◐ Exam   ◐ Shift

23	24	25	26	27	28	29
8:30a–9:20a Class 1	8:00a–1:00p test Workgroup: User Test Workgroup. Position: Student Clerical-Student Employment. Job: Student Employment Assistant.	8:30a–9:20a Class 1	9:15a–11:00a FLEX Workgroup: Student Employment Assistant. Position: Student Clerical-Student Employment. Job: Student Employment Assistant.	8:30a–9:20a Class 1	11:00a–4:00p test Workgroup: User Test Workgroup. Position: Student Clerical-Student Employment. Job: Student Employment Assistant.	1:00p–2:00p email test Workgroup: User Test Workgroup. Position: Student Clerical-Student Employment. Job: Student Employment Assistant. test
9:45a–1:00p Business Development Workgroup: Student Employment Assistant. Position: Student Clerical-Student Employment. Job: Student Employment Assistant.		9:45a–1:00p Business Development		9:45a–1:00p Business Development		
		2:30p–3:20p Class 2	1:00p–5:00p test Workgroup: User Test Workgroup. Position: Student Clerical-Student Employment. Job: Student Employment Assistant.	1:00p–5:00p manager approval Workgroup: User Test Workgroup. Position: Student Clerical-Student Employment. Job: Student Employment Assistant.		
2:30p–3:20p Class 2			8:00p–9:00p Exam	2:30p–3:20p Class		

Adding Events:

1) From the "My Calendar" tab, select [+ Add Event]

Add an Event

Event Name

Event Type
[▼]

Start Date

Event Time (Eastern Time)
ex. 8:30a - 5p

Recurrence: ☐ Repeats...

[✖ Cancel]   [+ Add Event]

2) User can set the event to repeat into the future

Recurrence: ☑ Repeats...

Every: [1 ▼] week

Ends: ⦿ After [   ] occurrences
        ○ On [   ]

3) Set frequency and end point
4) Select "Add Event"

My Shifts:

- Select the "My Shifts" tab within the Scheduling page

- Shows shifts that are assigned or approved to the user

SHIFT ⇕	JOB ⇕	SHIFT TIME ▲	STATUS ⇕	ACTIONS
Search...	Search...		Search...	
test	Student Employment Assistant	09/24/2019 08:00AM - 09/24/2019 01:00PM	Requested	👁 ⇄
Business Development	Student Employment Assistant	09/25/2019 09:45AM - 09/25/2019 01:00PM	Assigned	👁 ⇄

Status: changes when actions are taken on shifts
Actions: view shift details or request a sub

Requesting a Sub:

1) Select the "Request Sub" action button in the right column
2) View shift notes and submit a reason for the sub-request
3)

> **Request Sub**

4) When sub is requested, it moves to claimable shift

- **Still the requestors responsibility until someone else claims the shift**

Claimable Shifts:

- Select the "Claimable Shifts" tab within the Scheduling page
- Shows sub-requests and bid shifts that are available to claim

SHIFT ⇕	JOB ⇕	REQUESTER ⇕	SHIFT TIME ▲	TYPE ⇕	ACTIONS
Search...	Search...	Search...		Search...	
bid shift 1	Student Employment Assistant	Bidshift	09/25/2019 01:00PM - 09/25/2019 05:00PM	Sub request	👁
bid shift 1	Student Employment Assistant	N/A	09/25/2019 01:00PM - 09/25/2019 05:00PM	Bid shift	👁

Claiming a Shift:

1) Select the "View shift details" action button in the right column
2) View shift notes and confirm your position
3)

> **⇄ Claim Shift**

(!) Note: depending on what shift type the manager has set for a specific workgroup, the shift will move accordingly:

No Approval Required: shift will move directly to "My Shifts"

Manager Approval: shift will move to "My Claims" to wait for approval

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My Claims:

- Select the "My Claims" tab within the Scheduling page
- This is a holding area for shifts that an employee has claimed but are still pending approval
- To cancel a pending claim, The student will have to contact their supervisor

SHIFT ⇅	JOB ⇅	SHIFT TIME ▲	TYPE ⇅	STATUS ⇅	ACTIONS
Search...	Search...		Search...	Search...	
bid shift 1	Student Employment Assistant	09/25/2019 01:00PM - 09/25/2019 05:00PM	Bid shift	Pending Claim Approval	👁
bid shift 2	Student Employment Assistant	09/27/2019 02:00PM - 09/27/2019 06:00PM	Bid shift	Pending Claim Approval	👁

Notifications

Notifications are triggered any time:

- The status of a shift changes, either moving away from or towards the student employee
- A shift becomes available to claim